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Surgeon Gen. Office.

( CIRCULAR NO. 9. )

Much negligence having hitherto prevailed with regard to the quarterly reports of sick and wounded, and the accompanying sanitary letter, it is hereby ordered—

I.. That all medical officers in charge of regiments or detachments of troops or of general or other hospitals, transmit forthwith to this office their quarterly reports for the quarter ending June 30, 1862.

II.. That all such officers diligently inquire whether the reports and sanitary letters of their command, for former quarters of the year commencing July 1, 1861, and ending June 30, 1862, have been duly forwarded to this office, and where this duty has been omitted, that they make out, if possible, such quarterly reports for the omitted quarters, from the records in their possession. *Where the records are incomplete, letters will be written similar to that called for in the following paragraph:*

III.. Each regimental surgeon of volunteers will prepare and forward to this office, as soon as practicable, a letter containing a brief summary of the medical history of his regiment from the time it was mustered into the service of the United States to the close of the year ending June 30, 1862.

This letter will contain the following information, viz: (1.) A brief statement of the movements of the regiment, with sanitary descriptions of the several camp sites occupied, especially of those occupied for any considerable time; (2.) Remarks on the condition of the regiment as to food and clothing during the period; (3.) A brief sketch of the epidemics, if any, from which it may have suffered, with an outline of the symptoms, and of the treatment found most useful; (4.) A statement, from the regimental books, of the original strength of the regiment; the number of recruits who have since joined; the number of deaths from wounds and from disease; the number of discharges from service for disability; and the actual strength of the regiment on June 30, 1862, in the following form:

Regiment.	For duty.	On sick report.	In general hospital.	On furlough.	Other absentees.	TOTAL.

Any other facts may be added which are regarded as of value in the preparation of the medical and surgical history of the war.

IV.. Each medical officer in charge of a *hospital*, beside supplying from the hospital records all omitted quarterly reports, as directed in paragraphs I and II, will prepare and forward to this office, as soon as possible, a letter containing the following information, viz: (1.) The date at which the hospital was organized, by whom, and by whose order; (2.) Its location and a sanitary description of its site and surroundings; (3.) A description of the building and its several internal arrangements, accompanied by plans to make the description intelligible; (4.) Remarks on the fitness of the building for hospital purposes and the advantages and disadvantages of the plan; (5.) An account of any epidemic diseases which may have been treated in the hospital, with an outline of the symptoms and of the treatment resorted to, and of the appearances disclosed at post mortem examinations, when held; (6.) A tabular statement of the surgical operations performed in the hospital, the injuries rendering them necessary, and the results, with any accounts of cases or other matters which may be deemed valuable contributions to the medical and surgical history of the war.

V.. It is hoped that medical officers will exert themselves to supply the information above called for as speedily as possible, and thus contribute their share to supply the existing deficiencies and to facilitate the collection of necessary information by the Department.

WM. A. HAMMOND,  
*Surgeon General U. S. A.*